

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
APRIL 10, 2003**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on April 10, 2003, at 1:30 p.m. Eastern Time. Chair Dr. Paul Kimsey of the California Department of Health Services, led the meeting. The agenda for this meeting is shown in Attachment A, new action items are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C, and a list of participants is shown in Attachment D.

APPROVAL OF MINUTES

Review of minutes of the Board's meeting of March 31, 2003 was postponed until the next meeting.

AGENDA ITEMS

The agenda, which is included in Attachment A, was sent to the committee members prior to the meeting.

Finalize Memorandum

Following the roll call, the committee began by reviewing a draft memorandum to Dr. Paul Gilman, the Assistant Administrator of the USEPA's Office of Research and Development. The committee reviewed some changes to the memorandum that had been submitted by Ms. Ann Marie Allen, and after some discussion of the changes, Ms. Autry agreed to make the edits and send to the Board members for their review. The Board also agreed that the letter would be posted to the NELAC website as part of the minutes and would be sent to the accrediting authorities (AAs). Ms. Autry also announced to the Board that Dr. Gilman would not be able to attend the Ninth NELAC Annual Meeting (NELAC 9) in person, but would join by means of video conferencing.

Recap of Austin Meeting

Ms. Autry gave a recap of the meeting that had been held in Austin, TX on April 2-3, 2003. Copies of items that were posted during the meeting had been sent to the Board members by Mr. Jerry Parr.

One point that was emphasized during the meeting included the status of the use of a performance-based approach to analytical testing.

There was also concern about small changes that were supposed to have been made to chapter 5, Quality Systems, that had not been made. Ms. Autry will try to get the rationale for this omission.

Proficiency Testing (PT) Board

The Board discussed the need for a Proficiency Testing (PT) Board and that it could be created by the Board of Directors using a structure similar to the Accrediting Authority Review Board (AARB). A section can be added to chapter 1 of the NELAC Standards. Since the Proficiency Testing Committee will no longer exist in the future, the burden of PT issues would go to the Board of Directors. At the present time, EPA's Office of Water and the Proficiency Testing Committee set criteria. It has not yet been determined who will handle this function after the changeover.

Suggestions for members of a Proficiency Testing Board should be sent to Ms. Autry. There is a definite need for a member of this board to be from the Office of Water who could also serve as a federal official.

At the next meeting, tentatively scheduled for April 25, 2003, the committee agreed to discuss membership and also any feedback.

Memorandum

The committee reviewed a memorandum that had been sent to NIST/NVLAP recognized proficiency testing providers earlier and made suggestions for edits. It was pointed out that NIST is a PT/PA at the present time and not an oversight body. Ms. Autry agreed to make the necessary edits.

Remaining Agenda Items:

Ms. Autry did a quick review of the remaining agenda items, and as time for the teleconference had expired, adjourned the meeting.

DRAFT AGENDA
April 10, 2003
1:30 - 3:30 PM EST

AGENDA:

- Finalize Memo from Dr. Kimsey to Dr. Gilman (attached below)
- Recap Follow-up from Austin
- PT Board Proposed Structure (draft attached below)
- Initial PT Board Membership
- Open Forum Structure to Replace ELAB
- Follow-up with Letter to PT Providers for A2LA Issue (draft attached below)
- NELAC 9 Planning/Needs
- Other Issues
- Next Meeting

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
APRIL 10, 2003**

Item No.	Action	Status
1	Ms. Autry will make edits proposed to memo from Dr. Kimsey to Dr. Gilman and send to Board members for their review.	
2	Ms. Autry will try to get rationale for omissions of small changes to Chapter 5, Quality Systems.	
3	Committee members should submit suggestions for members of a Proficiency Testing Board to Ms. Autry.	
4	Ms. Autry will make edits proposed by Board members to memo to be sent to NIST/NVLAP recognized proficiency testing providers.	

**UNFINISHED ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
APRIL 10, 2003**

Item No.	MEETING DATE	ACTION	STATUS
15	11/14/02	The Board (Dr. Kimsey) will draft a letter to EPA reiterating their consensus of the role of EPA in NELAC, based on discussions during NELAC 8i.	Ongoing
20	12/2/02	Silky will explore the possibility of an OEI database that could serve the function of the NELAC database.	ASAP
1	3/10/03	Dr. Kimsey agreed to inform the PT committee of the Board's consensus (Board to assume responsibility).	Complete
2	3/10/03	Ms. Autry will ask the chairs of standing committees to examine their chapters to look for similar issues.	Complete
3	3/10/03	For the Spring Caucus, Mr. Parr will develop the agenda for the PBMS discussion; Ms. Autry will develop the agenda for the strategic planning (Dr. Kimsey and Ms. Shields will assist her).	Complete
4	3/10/03	Ms. Autry will contact OW to clarify the importance of NIST's response to the OW memo regarding their NELAC PTOB role.	Complete
5	3/10/03	Ms. Shields will e-mail relevant background information on the PTOB issue to Board members.	Complete
6	3/10/03	Dr. Kimsey will invite a representative of A2LA to the next meeting to discuss the PTOB issue	Complete
7	3/10/03	Dr. Kimsey, Ms. Autry, and others will collaborate to edit the letter to Dr. Gilman and distribute it to Board members for review.	Complete
8	3/10/03	Ms. Robinson will send information to Board members on A2LA's PTOB program.	Complete

Note: items that were noted as "Complete" in previous minutes have been deleted from this list.

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS AND CHAIRS MEETING
APRIL 10, 2003**

Name	Affiliation	Address
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